



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

ENVIRONMENTAL HEALTH SERVICES
375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

MOBILE FOOD VEHICLE AND FOOD CART GUIDELINES

If you want to license or renew the license for your **mobile food vehicle** or **food cart** in Saint Paul, please review these requirements. This material does **not** contain all of the applicable health rules and regulations; however, it provides guidance for obtaining a license and lists most of the Saint Paul requirements. Additional information can be found at www.stpaul.gov/eh. Click on Food Safety and Sanitation and then Mobile Food Vehicles and Carts.

GENERAL REQUIREMENTS

1. Before applying for a Saint Paul license you should contact **Oren Larson** from the Department of Safety and Inspections (DSI) Environmental Health Office @ **651-266-9094** to schedule an appointment to review your proposed operation and the equipment you will use. You should also contact Oren Larson before you purchase and/or repair a mobile food vehicle or food cart or make any repairs or changes to the equipment to be used with an existing mobile food vehicle or food cart.

2. A mobile food vehicle or food cart is, by definition, a **food establishment** and must comply with the Saint Paul Food Code, Chapter 331A of the Saint Paul Legislative Code and the Minnesota Food Code, Minnesota Rules Chapter 4626. Sections 4626.1830 thru 4626.1870 of the Minnesota food code deal specifically with mobile food vehicles and food carts.

3. Food you sell or serve from your food vehicle or food cart shall not be prepared or stored in a private residence.

4. Before the inspection, you must provide the following information to this Office:

A. **MENU**- a list of all the foods you plan to sell from the mobile food vehicle or food cart.

B. Your name, home and/or business address, a telephone number where you can be reached, and the name of your business.

5. Mobile food vehicles and food carts are inspected and licensed by the **Department of Safety and Inspections (DSI)**. Call Oren Larson @ 651-266-9094 to schedule an appointment or if you have questions.

At the time of the Health/License Inspection you must bring the following items with you:

A. Completed Tax ID Form (If you will sell foods that are subject to Minnesota Sales Tax. – Call 651-296-6181 for information.)

B. Completed Workers' Compensation Form (If you will have employees, you will need to provide proof of Workers' Compensation Insurance - Name of the insurance company, policy number, and effective dates.)

C. Check or Money Order payable to City of Saint Paul for the full amount of the license.

6. **Other approvals, permits or restrictions:**

A. Operation in a Saint Paul park requires approval from the **Department of Parks and Recreation (651-266-6408)**.

B. You must contact the DSI Zoning Section (651-266-9008) regarding any zoning requirements. Contact the Zoning Section for approval prior to using the mobile food vehicle or food cart on private property, such as a parking lot. You must also contact the zoning section if you plan to store the Mobile Food Vehicle at a private residence within Saint Paul, to determine if this type of storage is permitted. A Mobile Food Vehicle may not be parked overnight on a residential street, driveway, or yard.

- C. A food cart which is operated at a fixed location on the public sidewalk must have a right-of-way permit from the **Department of Public Works Dept. at 651-487-7250**. A fee is required for this permit, in addition to the license fee. Public Works must approve the proposed location. Adequate clearance for pedestrians and wheelchairs must be provided, sight lines for turning vehicles must not be obstructed, and insurance is required naming the City of Saint Paul as an additional insured. Carts which are pushed along the sidewalk and stop only to make a sale are exempt from the requirements of this paragraph.
- D. A food vehicle or food cart can not operate within two thousand (2,000) feet of any area for which a **block party or community festival permit** has been issued by the Police Department, except when the licensee has obtained written permission from the organizers of the event. (Saint Paul Legislative Code Chapter 366. Block Parties and Community Festivals.)
- E. A food cart may not operate within 100 feet of an entrance to any place holding an event for which admission is charged, within 3 hours of that event.

FOOD CART REQUIREMENTS

1. **Food carts** must comply with **National Sanitation Foundation (NSF) International** Standard 59 and have an NSF seal on them. Food carts serving more than pre-wrapped or prepackaged non-hazardous foods, in their original containers, must have a handwashing sink with hot and cold running water. If only pre-wrapped, prepackaged foods (including ice cream) are served, moist towelettes may be used instead of a handwashing sink.
2. All licensed food carts and some mobile food vehicles require a **Commissary**. A Commissary is a kitchen, bakery, grocery store, or other food related business that is currently licensed and has the necessary equipment to allow you to safely maintain and store the food cart, mobile food vehicle and the food supply, including approved commercial refrigeration units for food storage and a 3-compartment sink for proper utensil washing. Each year you must provide our office with a letter, signed by the owner of the Commissary, giving you permission to use their facilities.
3. The Commissary must be in a licensed food facility and **CAN NOT** be within a private residence.

MOBILE FOOD VEHICLE REQUIREMENTS

1. **Mobile food vehicles** are self-contained trucks, trailers, or other vehicles that have the required sinks, cooking equipment, and hot and cold holding equipment to safely serve your foods. These vehicles are **NOT** allowed to operate more than **twenty-one (21)** days at any one place. However, Minnesota statute 157.19 (subd. 9) exempts from the 21-day restriction owners of mobile food vehicles which are operated in conjunction with and at the same location as another licensed food facility they own.
2. Food equipment must comply with National Sanitation Foundation (NSF) International standards and be adequate and appropriate for its intended use.
3. **Mobile food vehicles**, except for vehicles that sell only prepackaged foods, must be equipped with hot and cold running water, a waste water storage tank, a hand washing sink, a three-compartment utensil washing sink and any other equipment necessary to safely prepare and serve food. If only pre-wrapped, pre-packaged foods (including ice cream) are served, moist towelettes may be used instead of a handwashing sink.
4. If you are going to cook, grill or fry in the trailer, you must provide an NSF-approved exhaust hood.
5. The minimum floor finish is a **COMMERCIAL** grade sheet vinyl or linoleum. Linoleum tile or carpeting is **not** acceptable.

6. Wall and ceiling finishes must be durable, smooth, light colored and easily cleanable.
7. All surfaces and exposed edges of cabinets and counter tops must be provided with at least a plastic laminate finish. **Stainless steel is preferred.**
8. **Amplified Sound.** You may not use any amplified or speaker which projects sound from the vehicle with a volume of more than one watt, without a broadcasting vehicle license. A bell of the type commonly used on ice cream trucks is permitted.
9. A mobile food vehicle may require a **commissary** for daily re-supply and cleaning. (See food cart requirements numbers 2 and 3 for more information.)

NOTE: If the mobile food vehicle is going to be used during cold weather, the water supply system must be fully operational at all times the vehicle is in use. If the water supply freezes, the business must stop serving food until the water supply is restored.

LICENSE FEES

Mobile Food Vehicle - \$244.00
(A commissary may be required)

Food Cart - \$217.00
(A commissary is required)

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